

# **Hadrian Learning Trust**

## **First Aid Policy and Procedures**

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## Part 1 – Policy

### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and trustees are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

The document is divided into two sections:

Part 1 – Policy documentation

Part 2 – Procedures for daily use of First Aid within Hadrian Learning Trust Schools.

### 2. Relevant legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.

### 3. Roles and responsibilities

Hadrian Learning Trust (HLT) will ensure there is a sufficient number of suitably trained first aiders to care for employees in case they are injured at work and care for pupils and visitors whilst within the Trusts care at school or on school trips or residential.

#### 3.1. First Aider(s)

First aiders are trained and qualified to carry out the role of Emergency First Aider and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Taking charge when someone is injured or becomes ill
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Keeping their contact details up to date

Our school's first aiders are listed in Appendix 2. Their names are also displayed prominently around the school. (Due to staff changes this list is specific to the start of the year, school level notices are updated as changes occur to the First Aid team of staff).

### 3.2. Office Manager

The Trust Office Manager, or deputy is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and ensure the replenishing of the contents of these kits
- Ensuring that all staff are aware of who first aiders are and their normal operational bases
- Ensuring that there is a stock of epi-pens and other emergency resources within the Trust
- Acting as medication controller for students across the Trust, delegating to appropriately trained admin staff when not personally available to fulfil this role.

### 3.3. Human Resources

The member of school staff designated as Human Resources Lead is responsible for ensuring an adequate training programme is in place for the training of first aiders, this includes:

- Identification of appropriate training providers
- Allocation of training courses on a 3 year cycle to first aiders
- Issuing of annual updates to all first aiders
- Maintaining a record of first aiders and updating the school level notices.

### 3.4. The Executive Headteacher

The Executive Headteacher is responsible for the implementation of this policy, including the following aspects which may be delegated to other staff members:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### 3.6. The Trust Board

- The Executive Headteacher and Trust Board hold ultimate responsibility for health and safety matters across the Trust.
- The Executive Head delegates operational matters and day-to-day tasks to the Assistant Headteachers and other staff as Medication Controllers, Health and Safety Lead and Lead First Aider.
- In order to meet their legislative commitments within Health and Safety the Trust Board should be proactive in being aware of current and potential health and safety concerns, in respect to Staff, Students and visitors accessing Hadrian Learning Trust sites.

### 3.7. Staff

School staff are responsible for their own safety in respect to Codes of Conduct and Health and Safety Policy compliance, they are also responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## Part 2 - First aid procedures

### 4. In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child.
- If emergency services are called, a member of staff will contact parents immediately. This will be coordinated by the Office Manager, or in their absence, a member of the Central Admin Team.
- The member of staff, first on scene, reports the accident, completing an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### 5. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will provide a "Bus First Aid Kit".

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises, in accordance with the relevant policies and procedures.

There will not always be a first aider on a trip or visit from school. The provision of a first aider is risk assessed by the Trip Leader and the Education Visits Co-ordinator. Exceptions may include; a short trip to a venue with a qualified first aider where travel is minimum and there is always easy access to a hospital. Final authority for a trip to go without a first aider is given by the Executive Headteacher only.

All international Trips will have a qualified first aider in attendance.

## 6. First aid equipment

No medication is kept in first aid kits.

First aid kits are kept in the following locations within school, with additional kits stored in the medical room and minibuses for specific off-site activities. All first aid kits are monitored (minimum of; alternate weeks) by the Office Manager (or designated person) to ensure stock levels are maintained:

### 6.1. On-site first aid kits

A typical first aid kit in our schools will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- The main first aid room

Specific locations:

- Science department (prep-room / staff room)
- QE Design and technology (CA2 / CA3)
- HMS Technology Classroom
- Food Technology Classroom – to include blue plasters
- HMS Admin Office
- Art department (staff room)
- School kitchen – to include burns dressings and blue plasters
- PE Office
- Sport Block front office

### 6.2. Trips first aid kit

A Trust trip first aid kit will include the following:

- A leaflet giving general advice on first aid
- 20 waterproof adhesive dressings (assorted sizes)
- 2 sterile eye dressing
- 3 medium sterile dressings
- 2 individually wrapped triangular bandages
- 1 roll of plaster tape
- 3 pairs disposable gloves
- 10 cleaning wipes
- 1 foil wrap
- 6 safety pins
- 2 disposable coolpacks

In a separate sealed bag:

- 4 sanitary pads
- 4 tampons

In addition, each vehicle will also carry:

- Vehicle first aid kit
- Travel Sickness Support pack (bucket, wipes and sick bags)

### 6.3. Vehicle first aid kit

A typical trip first aid kit will include the following:

- A leaflet giving general advice on first aid
- 1 packet of 24 assorted adhesive dressings
- 3 Individually wrapped Sterile unmedicated dressings (15cm x 20cm)
- 2 sterile eye pads
- 2 triangular bandages
- 12 assorted safety pins
- 10 individually wrapped moist cleansing wipes
- 4 pairs of disposable gloves
- 1 pair of blunt ended scissors
- 1 foil wrap

There kits are provided for larger incidents when more than one individual has suffered an injury, they should not be used for standard trip first aid.

### 6.4. International Trips

International trips require a variation in equipment taken with the party.

Each international trip will take:

- A fully kitted vehicle first aid kit, to act as the primary first aid bag.
- An additional trip first aid kit, per 20 attendees.
- From these kits:
  - The scissors and pins will be removed and carried (on flights) in the hold luggage
  - The cool pack will be removed and not travel with the party

## 7. Record-keeping and reporting

### 7.1. First aid records

All first aid provision is recorded in the pupil's records (within 'Bromcom' from Sept 4<sup>th</sup> 2024).

A note is also maintained in the first aid record sheet, held at HMS main reception or QEHS main first aid room, dependent on which school the pupil / staff member attends.

### 7.2. Accident / Incident / Near Miss records

- An accident form will be completed by a member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- Accident forms are reviewed and recorded by the Health and Safety Lead
- Records held in the first aid log and accident reporting log will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 7.3. Reporting to the HSE

The Health and Safety Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Lead will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where exemptions exist. Fatal and major

injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Information on which incidents are reported, is provided by the HSE [here](#) and how to make a RIDDOR report is available through the HSE [here](#).

### 7.3.1 – RIDDOR reporting

You **must report** the accident to the HSE if it:

- Results in death
- Results in a 'specified injury' (for a list of these, see page 2 of the [HSE guidance](#) on incident reporting in schools)
- Prevents the staff member from doing their normal job for more than 7 days, excluding the day of the accident but including weekends and other rest days

You **must also report** certain work-related diseases (for a list of these, see page 2 of the [HSE guidance](#) on incident reporting in schools).

You only need to report cases of, or deaths from, COVID-19 under RIDDOR if these are a [result of a person's work](#).

### 7.3.2 – RIDDOR reporting for staff for pupils, visitors and other 'non-workers'

You **must report** the accident if it:

- Results in death and was connected to a 'work-related activity' (see below for a definition)
- Results in an injury that is connected to a 'work-related activity' and the person is taken directly from the scene of the accident to the hospital for treatment (examinations and diagnostic tests don't count as treatments)

## 8. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

All first aiders partake in an annual update, failure to complete this update within 2 months of the anniversary of the certification will result in the member of staff being removed from the first aid register and being enrolled to retake the full first aid course before being reinstated as a first aider.

## 9. Monitoring arrangements

This policy will be reviewed by the Health and Safety Lead annually.

At every review, the policy will be approved by the Executive Head